THE SECRETARY OF COMMERCE
Washington, D.C. 20230

September 2, 2005

MEMORANDUM FOR Secretarial Officers
Heads of Operating Units

FROM: Carlos M. Gutierrez

SUBJECT: Continued High Priority to IT Security

I would like to remind you that we need to continue to give a high priority to information technology (IT) security. Sustaining our vigilance in this important area is essential to ensure that the Department's data and information technology systems are adequately protected against risks that may result in unauthorized access, use, disclosure, disruption, modification, or destruction.

You should continue to allocate sufficient resources for this purpose and support your operating unit's Chief Information Officer in the management of IT security. This should ensure that risks are thoroughly assessed and that levels of security appropriate to protect data and information systems are in place. It should also ensure that cost-effective policies and procedures to reduce risk to an acceptable level are in place, and that periodic testing and evaluation of IT security controls has been done to verify effective implementation of protective measures.